

**Report of Activities of the Administration Career Service**

**1 August 1956 - 31 January 1957**

1. The Administration Career Service is currently functioning with several distinct groups, the four formal panels, the true administrative complement and the Director's Office. Categorizing the personnel has simplified the process and will undoubtedly produce experience factors which will be useful in rendering more effective development.

2. During the reporting period the Administration Career Service implemented the Agency's Competitive Promotion System. The competitive evaluation process was completed for the true administrative complement with very interesting results. This, of course, included the ranking of personnel, establishment of promotion quotas and nominating those individuals best qualified and most deserving of promotion within established quotas. A review of the staffing authorization revealed that we are near full strength in some groups; consequently, promotion quotas for the time being will be rather limited.

3. The program of Career Planning for Individuals has been initiated by the distribution of outlines to certain personnel in Headquarters and overseas. We believe that the complete outline will be an important document and will provide the necessary information for proper development through projected assignments; therefore, we are most anxious to get this program underway.

4. We are currently working toward a program which will offer comprehensive training to all of our personnel. Since the majority of the training will be accomplished between assignments, this program will normally provide a ready reserve to meet emergency requirements.

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